

MnSCU ACADEMIC SUPERVISOR 1

KIND OF WORK

Professional supervisory work in higher education administration, consultation, special services or program development or other similar assignments, first of 3 classes within the academic supervisor job class series.

NATURE AND PURPOSE

Under administrative direction, develops and implements programs appropriate to incumbent's area of expertise; supervises program's operation and the personnel who conduct the operations; serves as consultant to the college in the area of incumbent's expertise; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

Compared to MnSCU Academic Supervisor 2's, incumbents in this class will be responsible for a small to medium sized program and serve as a "working" supervisor where the incumbent is engaged more heavily with staff and their day-to-day functions.

OPTIONS

NA

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Plan, organize, implement and evaluate student life programming to increase student engagement, overall persistence and successful completion of graduation requirements.

Direct and administer comprehensive career services programming that reflects the diverse needs of the campus community and aligns with the institution's strategic plans.

Develop, coordinate and direct campus-wide career development and employment events, programs and services that lead students to individual career and employment goals.

Develop and manage the department budget and seek out collaborations and additional resources to support the growth and sustainability of programs and initiatives that enhance student retention and success.

Plan, conduct and analyze research and/or evaluations to assess and develop and/or modify strategies, initiatives, and programs to meet students' needs and institution goals.

Collect and analyze data to improve programs and remain in compliance with institution and system policy and procedure and regulatory reporting requirements.

Develop and maintain relationships with businesses, community organizations and work force agencies to enhance opportunities for hiring and preparing students for career development and employment.

Serve as campus expert and consultant for interpreting and implementing institution, system wide and student association policies, procedures, rules and/or standards to ensure students and student associations are in compliance with all requirements and remain in good standing.

Develop, direct and implement institution recruitment marketing strategies to increase student enrollment and meet institution goals.

Lead, supervise, and direct department personnel, including hiring, coaching and developing, promoting, rewarding, assigning and reviewing work, directing work, approving transfers, disciplining, suspending, discharging, and adjusting grievances to ensure that staff are skilled and available as needed, collective bargaining agreements and system policies and procedures are implemented and appropriately enforced, and projects are staffed correctly to meet deadlines and stay within budget.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Program/service area (of the position).

Institution and State policies and procedures and state and federal statute and regulations sufficient to ensure compliance in all facets of the academic program.

Research and evaluation methods sufficient to measure and determine program effectiveness.

Marketing and public relations methods sufficient to motivate cooperation among college, business, and community partners.

History, philosophy, and critical issues in higher education sufficient to develop student programs and services that resolve issues.

Institution and/or student programs sufficient to develop and integrate appropriate and supportive initiatives.

Fund raising and/or grant proposal processes sufficient to secure outside funding for program areas and/or initiatives.

Sound business practices as applied to receipts techniques and internal control concepts.

Skill in:

Analyzing situations and data and integrating results into meaningful program and service initiatives.

Communication sufficient to prepare messages and materials for diverse audiences and clearly explain, discuss, and present complex ideas, regulations, policies and/or procedures.

Computer software applications and systems sufficient to manage, query, and analyze data and create reports and presentations for decision making.

Critical thinking sufficient to actively and skillfully conceptualize, apply, analyze, synthesize, and/or evaluate information gathered from a variety of sources.

Ability to:

Manage projects from inception through execution and evaluation sufficient to create clear and attainable project objectives, build project requirements, oversee cost, time and scope of projects, manage project constraints, and communicate progress and end results.

Plan, schedule, assign, review, and evaluate the work of others.

Lead and facilitate group processes and encourage involvement of others.

Administer contract language fairly and consistently in a public sector collective bargaining environment.

Work with diverse, underrepresented and/or underserved communities and/or organizations.

LEGAL OR LICENSURE REQUIREMENTS (These must be met by all employees prior to attaining permanent status in the class)

NA

SPECIAL WORKING CONDITIONS

N/A

Est.: 09/76
TC: 07/95; 02/07
Rev.: 05/18

Former Class Titles: Community College
Program Supervisor; MnSCU Program
Supervisor 1